

MARYLAND DEPARTMENT OF JUVENILE SERVICES



POLICY & PROCEDURE

SUBJECT: Courtesy Investigation and Supervision Policy
NUMBER: CJ-03-06 (Community Justice)
APPLICABLE TO: Community and Program Services Employees
EFFECTIVE DATE: July 27, 2006

Approved: "/s/signature on original copy"
Kenneth C. Montague, Jr., Secretary

1. **POLICY.** The Department of Juvenile Services (DJS) shall provide for an expeditious and uniform transfer of case responsibility when a youth is alleged to have committed an offense in a jurisdiction other than the jurisdiction of the youth's legal residence.
2. **AUTHORITY.**
 - a. Article 83C, §§ 2-102, 2-104(b), 2-111, and 2-126 Annotated Code of Maryland.
 - b. Courts and Judicial Proceedings 3-8A-09, 3-8A-17, and 3-8A-17.3.
3. **DEFINITIONS.**
 - a. *Complaint* means a police report, citation or written statement, from a person or agency having knowledge of facts which may cause a person to be subject to the jurisdiction of the Juvenile Court or other court jurisdiction.
 - b. *Courtesy Investigation* means the gathering of information regarding a youth, including but not limited to, the youth's background, offense history, family and educational information, performed by a Case Management Specialist in the DJS office in the jurisdiction where the youth resides.
 - c. *Courtesy Investigation and Supervision Liaison* means the employee designated by the Area or Regional Director to receive requests for courtesy investigation and courtesy supervision cases.
 - d. *Courtesy Supervision* means the management coordination and delivery of case management services for a specific youth, performed by the DJS office in the jurisdiction other than where the youth was adjudicated.
 - e. *Field Office* means a community justice office for a particular jurisdiction.
 - f. *Original Jurisdiction* means the court from which the complaint that is the subject of the transfer originated.
 - g. *Predisposition Investigation Report (PDI)* means the study of a youth, the youth's family, the environment and other matters for the purpose of planning treatment and recommending court action.
 - h. *Preliminary Intake Interview* means the initial questioning by an Intake Officer or Case Management Specialist to secure basic information and render an intake decision upon receiving a new complaint against a youth.

- i. *Receiving Case Manager* means the Case Management Specialist for a youth in the jurisdiction where the youth resides.
- j. *Residence* means the jurisdiction where a youth legally resides or the jurisdiction of the Department of Social Services (DSS) Office that has custody regardless of where the youth is placed.
- k. *Sending Case Manager* means the Case Management Specialist in the jurisdiction other than that of a youth's legal residence.
- l. *Transfer of Court Proceedings* means the reassignment of juvenile court proceedings from one jurisdiction for purposes of initiating or consolidating proceedings in another.

4. **GENERAL PROCEDURES.**

a. **Designation of Employees to Manage Courtesy Investigation and Courtesy Supervision Cases.**

- (1) The Area or Regional Director shall develop and implement local standard operating procedures to ensure that a specific Case Management Specialist or Courtesy Investigation and Supervision Liaison is designated to accept, follow up, and provide case management services or administrative management of courtesy investigation and/or courtesy supervision cases for each new case received.
- (2) Each Area or Regional Director shall identify a Case Management Specialist or Courtesy Investigation and Supervision Liaison in each jurisdiction to receive requests for courtesy investigation and courtesy supervision cases.
- (3) The Area or Regional Director shall submit the name of the Case Management Specialist or Courtesy Investigation and Supervision Liaison responsible for receiving courtesy cases to the Assistant Secretary for Community and Program Services shall ensure timely notice to the Assistant Secretary for Community and Program Services of any changes. The Area or Regional Director shall submit the complete list of names to the Information Technology (IT) Unit to be posted on the Intranet.
- (4) The Case Management Specialist or Courtesy Investigation and Supervision Liaison shall document receipt of the case in accordance with standard operating procedures.
- (5) The Assistant Secretary for Community and Program Services shall ensure that a list of Case Management Specialists or Courtesy Investigation and Supervision Liaisons who receive courtesy cases for each jurisdiction is kept updated and disseminated to each Area or Regional Director as necessary.
- (6) The Case Management Specialists or Courtesy Investigation and Supervision Liaisons shall notify their Area or Regional Director of any

issues which may arise concerning the effective and expeditious handling of courtesy investigation and courtesy supervision cases.

b. Case Management for Courtesy Investigation or Supervision Cases of Youth Who Are Released to their Home Jurisdiction.

- (1) The Case Management Specialist or Intake Officer in the jurisdiction in which a youth is alleged to have committed a delinquent act shall:
 - (i) Notify the Case Management Specialist in the jurisdiction where the youth resides, if applicable;
 - (ii) Conduct a preliminary intake investigation and assessment;
 - (iii) Hold an intake hearing and render a decision; and
 - (iv) Complete ASSIST entries in accordance with ASSIST Work Rules.
- (2) The Case Management Specialist in the jurisdiction in which the youth resides shall complete a follow-up investigation, as well as prepare reports and recommendations to the Court. The reports may include, but not be limited to, completing a youth's PDI, Treatment Service Plan (TSP), and progress reports.
- (3) When a youth is adjudicated delinquent in a jurisdiction other than the jurisdiction in which the youth resides, the Sending Case Manager shall:
 - (i) Verify the youth's address by asking the youth's parent or legal guardian to provide documentation of residency;
 - (ii) Verify the address where the youth attends or will attend school;
 - (iii) Notify the Court of the youth's residence; and
 - (iv) Notify the Court of the address of the field office in the jurisdiction where the youth legally resides.
- (4) If the Court has ordered a PDI, the Sending Case Manager shall forward a request for a courtesy investigation to be completed by the DJS field office in the jurisdiction of the youth's residence. The request shall be made by electronic and U.S. Mail within three working days of the Court order and the PDI shall be returned to the Sending Case Manager at least two days before the date of the next court hearing.
- (5) At disposition of the case, the Sending Case Manager will request that the Court transfer the youth's case to the jurisdiction where the youth resides.
- (6) When transfer of jurisdiction is ordered by the Court, within three working days of the date of the disposition hearing date, the Sending Case Manager shall request by electronic and U.S. Mail that courtesy supervision pending completion of the transfer of jurisdiction is provided by the DJS field office in the jurisdiction of the youth's residence.

- (7) The Sending Case Manager shall ensure that copies of the following information are provided to the DJS field office in the jurisdiction of the youth's residence (documents available in ASSIST that are up to date may be accessed utilizing ASSIST):
- (i) The complaint that is the subject of the case that is being transferred;
 - (ii) All court documents on file relating to the youth in question;
 - (iii) Intake records and reports prepared by the Sending Case Manager including the completed (scored) Classification and Placement instrument, if applicable; and
 - (iv) Any other information that the Sending Case Manager requesting courtesy supervision believes is pertinent to the youth's case.
- (8) In cases where the Court with original jurisdiction of the youth retains jurisdiction of the youth's case at disposition, the Sending Case Manager shall:
- (i) Attend all required court hearings and forward all required reports to the Court.
 - (ii) Maintain administrative oversight of the transferred case until the Court accepts the case in the jurisdiction of the youth's original residence.
 - (iii) Complete and forward within three working days of disposition by electronic and U.S. Mail, a Request for Courtesy Investigation and Supervision form (Appendix 1) to request that courtesy supervision be provided by the DJS field office in the jurisdiction of the youth's residence.
 - (iv) Complete ASSIST entries in accordance with ASSIST Work Rules.
 - (v) Provide the following information to the DJS field office in the jurisdiction of the youth's residence (documents available in ASSIST that are up to date may be accessed utilizing ASSIST):
 - (a) The complaint that is the subject of the case that is being transferred;
 - (b) All court documents on file relating to the youth in question;
 - (c) Intake records and reports prepared by the Sending Case Manager; and
 - (d) Any other information that the Sending Case Manager requesting courtesy supervision believes is pertinent to the youth's case.
 - (vi) The Sending Case Manager shall complete all necessary paperwork, and enter into ASSIST. Required paperwork to open new restitution cases shall be completed and submitted to the local Restitution Clerk in accordance with the Department's Restitution Policy.

c. Case Management for Courtesy Investigation and Supervision Cases of Detained Youth.

- (1) When a youth is detained in a jurisdiction within the State of Maryland other than the jurisdiction in which the youth legally resides, the sending Case Manager assigned shall:
 - (i) Verify the youth's residence by requesting the parent or legal guardian to provide proof of residency.
 - (ii) Notify the Court in the jurisdiction in which the alleged offense occurred that the youth resides in another jurisdiction.
 - (iii) Provide the address of the field office in the jurisdiction where the youth resides.
 - (iv) Forward a **Request for Courtesy Investigation and Supervision** form by fax, electronic and U.S. Mail no later than the next business day following the youth's detention requesting that a courtesy PDI be completed by the DJS field office in the jurisdiction of the youth's residence and forwarded at least two days prior to the next court hearing.
 - (v) If jurisdiction is not transferred, request by fax, electronic and U.S. Mail no later than the next business day, that courtesy supervision be provided by the DJS field office in the jurisdiction of the youth's residence.
 - (vi) Complete ASSIST entries in accordance with ASSIST Work Rules.
 - (vii) Provide the following information to the DJS field office in the jurisdiction of the youth's residence:
 - (a) The complaint that is the subject of the case that is being transferred;
 - (b) All Court documents on file relating to the youth in question;
 - (c) Intake records and reports prepared by the Sending Case Manager; and
 - (d) Any other information that the Sending Case Manager requesting courtesy supervision deems warranted.
 - (viii) Attend all required court appearances and forward to the Court with jurisdiction all required reports.
 - (ix) Maintain administrative oversight of the case until jurisdiction is accepted in the youth's jurisdiction of residence.
- (2) When the Court with original jurisdiction of the youth retains jurisdiction of the youth's case at disposition the Sending Case Manager shall:
 - (i) No later than the next business day, request by electronic and U.S. Mail, that courtesy supervision be provided by the DJS field office in the jurisdiction of the youth's residence.
 - (ii) Maintain administrative oversight of the case.
 - (iii) Complete ASSIST entries in accordance with ASSIST Work

Rules.

- (iv) Provide the following information to the DJS field office in the jurisdiction of the youth's residence (documents available in ASSIST that are up to date may be accessed utilizing ASSIST):
 - (a) The compliant that is the subject of the case that is being transferred;
 - (b) All Court documents on file relating to the youth in question;
 - (c) Intake records and reports prepared by the Sending Case Manager;
 - (d) Any other information that the Sending Case Manager requesting courtesy supervision deems warranted; and
 - (e) Attend all required court appearances and forward all required reports to the Court.

d. Responsibilities of the Case Management Specialist or Courtesy Investigation and Supervision Liaison Making or Receiving a Request for Courtesy Investigation and Supervision.

- (1) When immediate court action is required prior to or concurrent with the transfer of jurisdiction, the Sending Case Manager shall retain the responsibility of completing all tasks prior to the orderly transfer of responsibility for case management services to the Receiving Case Manager.
- (2) When the Court chooses not to transfer jurisdiction the original jurisdiction shall retain the responsibility for attending court appearances and ensuring all court orders are implemented.
- (3) Except for the responsibility of appearing at a court hearing in the Court with original jurisdiction, the Receiving Case Manager shall:
 - (i) Assume all responsibilities associated with the gathering of information, assessment and evaluation regarding the youth;
 - (ii) Complete the youth's PDI;
 - (iii) Implement the youth's TSP; and
 - (iv) Complete the Certificate of Implementation of the TSP.
- (4) Financial responsibility for the costs of provision of services shall be assumed by the jurisdiction of the youth's residence.
- (5) The DJS field office receiving a **Request for Courtesy Investigation and Supervision** form shall promptly assign a Receiving Case Manager to the case.
- (6) The Receiving Case Manager shall:
 - (i) Acknowledge in writing (**electronically via doc gen in ASSIST**)

- to the Sending Case Manager acceptance of the case by U.S. Mail within five business days of the acceptance;
- (ii) Forward quarterly written progress reports to the Sending Case Manager using the Progress Report form (Appendix 2) and
- (iii) Request termination of supervision by sending a written request to the Administrative Case Manager, when the youth has successfully complied with the conditions of supervision.

- (7) The Sending Case Manager will request that the Court of original jurisdiction rescind the case as appropriate.
- (8) The Receiving Case Manager shall complete all ASSIST entries in accordance with ASSIST Work Rules, perform all duties and follow all procedures for case management of youth in accordance with DJS policy directives.

e. Resource Staffing.

- (1) A resource staffing following established DJS procedures shall be convened prior to disposition in the jurisdiction of the youth's residence if:
 - (i) A recommendation is made to consider out of home placement for the youth; or
 - (ii) A recommendation is made for DJS to fund community service.
- (2) If a recommendation is made that requires DJS funding, the jurisdiction of the youth's legal residence shall assume all financial responsibility.
- (3) The results of the resource staffing shall be communicated by the Case Management Specialist in the jurisdiction of the youth's residence to the Case Management Specialist providing supervision in another jurisdiction.
- (4) A Certificate of Placement shall be completed by the Resource Coordinator in the jurisdiction of the youth's legal residence.
- (5) The Certificate of Implementation shall be submitted to the Court of original jurisdiction by the Receiving Case Manager.

f. Youth Committed to the Department of Social Services (DSS).

A youth who has been committed to the DSS shall be deemed to have residence in the jurisdiction of the DSS office to which the youth has been committed.

5. DIRECTIVES/POLICIES AFFECTED.

- a. Directives/Policies Rescinded - 16.21F (Transfer of Jurisdiction/Request**

for Courtesy Supervision).

b. Directives/Policies Referenced - **(05.16.11) Restitution Policy.**

6. **LOCAL IMPLEMENTATION PROCEDURES REQUIRED.** Yes.

7. **FAILURE TO COMPLY.**

Failure to comply with a Secretary's Policy and Procedure shall be grounds for disciplinary action up to and including termination.

Appendices - 2

1. Request for Courtesy Investigation and Supervision
2. Progress Report



"Together...Reshaping Young Lives"

Robert L. Ehrlich, Jr.
Governor

Michael S. Steele
Lt. Governor

Kenneth C. Montague, Jr.
Secretary

Current Date:
Youth Name:
Youth ID:
DOB:

Recipient Address:

Dear

Regarding the above captioned youth in the matter listed below, we are requesting/reviewing the following:

Complaint ID	Alleged Offense	Offense Date	Date Received
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- ☐ Report(s)
- ☐ Pre-adjudication/pre-disposition report; due date:
 - ☐ Waiver Investigation report; due date:
(The assigned case manager may be summoned to appear at this hearing.)
 - ☐ Current progress report.
- ☐ Supervision:
- ☐ Courtesy supervision:
 - ☐ Courtesy supervision pending transfer of jurisdiction:
- ☐ Attached is:
- ☐ Acceptance of courtesy supervision
 - ☐ Progress report
 - ☐ Revocation report
 - ☐ Termination report
 - ☐ Termination order
 - ☐ Confirmation of receipt of case
- ☐ Supervision is being provided and progress report will follow.
- ☐ Your recommendation regarding termination.
- ☐ Termination is requested at this time.
- ☐ You may close you file OR
- ☐ We will close our file.
- ☐ Please advise/forward the enclosed material to:
- ☐ Please advise us of your decision regarding this request.
- ☐ Others:

Sincerely,

DJJ-99-47



Hearing Impaired TTD 1 (800) 735-2258



"Together...Reshaping Young Lives"

Robert L. Ehrlich, Jr.
Governor

Michael S. Steele
Lt. Governor

Kenneth C. Montague, Jr.
Secretary

Courtesy Supervision Progress Report

Youth:

Date:

Address:

Youth ID:

DOB:

Lives With:
Parent/Guardian:

PERIOD COVERED:

	Excellent	Good	Fair	Poor
Home Adjustment				
Work Adjustment				
School Adjustment				
Community Adjustment				
Special Conditions Adjustment				

Remarks:

Recommendation:

Dates of Contact Summary:

Date Type of Contact Description

DJS-99-22



Hearing Impaired TTD 1 (800) 735-2258



MARYLAND DEPARTMENT OF JUVENILE SERVICES EMPLOYEE STATEMENT OF RECEIPT POLICY AND PROCEDURE

SUBJECT: Courtesy Investigation and Supervision Policy
POLICY NUMBER: CJ-03-06 (Community Justice)
EFFECTIVE DATE: July 27, 2006

I have received one copy (electronic or paper) of the Policy and/or Procedure as titled above. I acknowledge that I have read and understand the document, and agree to comply with it.

SIGNATURE

PRINTED NAME

DATE

(THE ORIGINAL COPY MUST BE RETURNED TO YOUR IMMEDIATE SUPERVISOR FOR FILING WITH PERSONNEL, AS APPROPRIATE.)